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## CONTINUING VETERINARY EDUCATION (CVE)

### Veterinary Nurse CVE Regulations





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## BACKGROUND

The Continuing Veterinary Education (CVE) system operated by the Veterinary Council is overseen by the Council's Veterinary Education and Training Committee (VETC). All decision of the VETC must be confirmed by the Council. Achievement of 12 credits annually is mandatory for re-registration in January 2012. Each registered veterinary nurse must demonstrate achievement of a minimum of 12 CVE credits over the previous credit year i.e. 1 August 2010 to 31 July 2011, or an average of 36 credits over the previous three credit years in order to re-register on 1 January 2012.

## DEFINITIONS

The following definitions apply to the system:

**Continuing Veterinary Education** is a continuous process by which registered veterinary practitioners and veterinary nurses (registered persons) maintain and develop the skills, knowledge and competencies they had at the time of graduation that are relevant to their current professional positions. The **regulation of CVE** is provided for under Section **66**.—(1) <sup>1</sup> of the Veterinary Practice Act 2005.

The **CVE Sub-Committee** is appointed by the VETC of the Veterinary Council to make recommendations to it for approval, accreditation and auditing of programmes and of providers of further education.

A **programme of education** means a programme of study of and training that relates to veterinary medicine or veterinary nursing; <sup>2</sup>

A **programme of further education** means a programme of further education or training for registered persons that relates to veterinary medicine or veterinary nursing or to management<sup>3</sup> of a veterinary practice or veterinary nursing practice, and is intended to develop the professional knowledge, skills and abilities of the person in relation to veterinary medicine or veterinary nursing;<sup>4</sup>

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<sup>1</sup> Whenever the Council considers that standards of knowledge in veterinary medicine or veterinary nursing would be improved by prescribing programmes of further education it shall, with the consent of the Minister, make regulations accordingly.

<sup>2</sup> Defined under Section 61

<sup>3</sup> “management” includes—

(a) administration of business and financial concerns, (b) budgeting, (c) use of information technology, and (d) establishment and application of standards of professional ethics in relation to the practice of veterinary medicine or veterinary nursing; [Section 61]

<sup>4</sup> Defined under Section 61

A **provider of education** or **course provider** means a person, organisation or company who provides a programme of education or a programme of further education.<sup>1</sup>

An **approved programme of further education** is one which has satisfied the requirements set by the CVE Sub-Committee.<sup>2</sup>

**Veterinary practice** is defined in section 53 – (1) <sup>3</sup>

## Part One – CVE Registered Veterinary Nurses

### 1. Individual CVE Credit Requirements

1.1 The 'credit year' runs from 1 August to 31 July. Veterinary nurses must accumulate at least 12 credits in any year or an average of at least 36 credits in any three year period (rolling average) to satisfy the Council's CVE requirement. There is no cap on the number of credits which can be claimed in any year over and above 12 credits. The rolling average will change from 2012 as follows:- the 2011 to 2012 CVE year will have a four year rolling average and from 2012 to 2013 credit year onwards a five year rolling average will apply.

1.2 Each individual is responsible for the return of his or her CVE credit claim. Credits are returned in two ways. For CVE activity pre-accredited by the VETC the provider should return the record of attendances. Additional credits to the ones submitted by providers may be claimed by filling in a CVE Record Card and submitting it to the Council. A Record Card is mailed annually to each veterinary nurse and is available for download from the Council's website. Details of what needs to be submitted in support of the credits being sought are outlined in section 4 of this document.

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<sup>1</sup> Defined under Section 61

<sup>2</sup> Section 64.- (1)

<sup>3</sup> 53.—(1) In this Act, the practice of veterinary medicine means any one of the following—

(A) in relation to an animal—

(i) diagnosing disease, injury, pain, deformity, defect or state of health, (ii) identifying and carrying out treatment, whether surgical or medical in nature, of any matter referred to in *subparagraph (i)*, (iii) performing a surgical procedure, (iv) giving advice, following an action referred to in *subparagraph (i)*, (ii) or (iii) as to care required, (v) furnishing a written certificate as to the doing of any action referred to in *subparagraph (i)*, (ii), (iii) or (iv),

(B) in relation to an animal or products of animal origin, performing such functions as may be conferred on veterinary nurses from time to time by the Minister for the purpose of giving effect to— (i) any provision of the Treaties governing the European Communities, (ii) any regulation, directive or other act adopted by an institution of the European Communities, or (iii) a judgement of the European Court of Justice, relating to certification on live animals or products of animal origin,

(C) in relation to an animal remedy, performing a function conferred on a registered person by or under any enactment, whether passed before or after the passing of this Act.

## **2. Extension and waivers of CVE requirements**

- 2.1 The VETC may, subject to confirmation by the Council, grant or deny, in part or in total, an application for extension or waiver of CVE requirements, upon proof that circumstances beyond the applicant's control prevented completion of such requirements.
- 2.2 The VETC may, subject to confirmation by the Council, in individual cases involving medical disability or protracted illness of the veterinary nurse or of a member of the applicant's immediate family, grant waivers of the CVE requirements or extensions of time within which to fulfil the required number of credits. In such instances a written request for waiver or extension of time shall be submitted by the veterinary nurse, and be accompanied by a verifying document signed by a registered medical doctor.

The yearly CVE credit requirement may be satisfied in the following cases where suitable evidence is provided to the VETC:

- 2.3 Where the veterinary nurse is enrolled in a graduate or residency programme leading to an advanced degree or certification in a specialty or academic field related to veterinary medicine. Evidence of participation must be provided to the VETC to substantiate this request.
- 2.4 Where the veterinary nurse is a member in current good standing of academic and/or specialty committees that have CVE requirements equal to or higher than VETC requirements. Evidence of participation must be provided to the VETC to substantiate this request.
- 2.5 Where the veterinary nurse practises and maintains registration in another jurisdiction that has CVE requirements equal to or higher than VETC's requirements. Evidence of this must be provided to the VETC.
- 2.6 The VETC, subject to confirmation by the Council, may excuse veterinary nurses, as a group or as individuals, from CVE requirements for a specified period when an affidavit is submitted to the VETC evidencing that the veterinary nurse, for good cause assigned, was prevented from attending an educational programme.

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- 2.7 Graduates registering in their year of graduation, veterinary nurses who have not been working for a number of years prior to re-registration and veterinary nurses from other States who are registering for the first time will be given one credit year's grace before they are required to conform to CVE requirements.
- 2.8 When the VETC, subject to confirmation by the Council, determines to grant an extension or waiver of CVE, the applicant will be notified within thirty (30) days of receipt of the application.
- 2.9 When the VETC, subject to confirmation by the Council, determines to deny an application for extension or waiver of CVE requirements, it shall send to the applicant by registered post, to the last name and address of record in the VETC, a notice setting out the reason(s) for the denial determination.
- 2.10 The applicant has thirty (30) days from the date of receipt of the denial notice to make a written request to the VETC for an appeal.
- 2.11 The VETC shall establish an Appeals Committee to deal with appeals.
- 2.12 The Appeals Committee will issue, at the conclusion of the appeal, a final order setting out the results of the appeal. The decision of the Appeals Committee is subject to confirmation by the Council and shall be binding on both parties.

**3. CVE credit determination**

- 3.1 Credits may be obtained in a number of ways, for example, through attendance at courses, seminars, wet labs, discussion groups and lectures. CVE credits may be obtained also through self-study programmes, such as journal reading, CD/DVD instruction, or other non-interactive study. Interactive electronic courses, correspondence courses, documented visitation to another practice or veterinary institution, courses sponsored by accredited academic or specialty groups, international veterinary organisations are also acceptable media for obtaining CVE credits. The CVE Credit Allocation Table at the end of this document provides further details on the credits allocated to each activity.

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- 3.2 Credit for attendance at combined scientific, business, and social conventions will be given only for the actual number of hours of creditable CVE segments. To facilitate the credit certification procedure, organisers/providers of combined events should provide as much information as possible to the VETC regarding the content of the event to assist in allocating the applicable credits.
- 3.3 In general, one hour of CVE credit will be given for each period of not less than 50 minutes of attendance at an approved CVE activity.
- 3.4 Extra credits may be awarded if a multiple-choice questionnaire (MCQ) is included in the activity.

**4. Certification procedure**

- 4.1 A CVE Record Card will be posted / emailed to each registered veterinary nurse at their registration address. The card may also be downloaded from the Council's website.
- 4.2 An applicant under this section shall prove completion of required CVE credits, not already submitted by a CVE provider, by submitting with the Record Card the following information with respect to each event/course:
- (a) The name and address of the Provider[s] of the courses/programme.
  - (b) The name of the courses/programme, its location, a description of the subject matter covered, the number of hours and, if appropriate, days and the names of the instructors.
  - (c) The dates on which the applicant attended the courses/programme.
  - (d) CVE Credits, where prior approval has been given by the VETC, subject to confirmation by the Council.
  - (e) Certificate or other evidence of attendance.

The applicant must sign a declaration at the bottom of the Record Card requesting accreditation for the stated number of CVE credits listed on the Record Card. The completed CVE Record Card and supporting documentation must be returned to the Veterinary Council **by 15 September** for the preceding CVE credit year.

- 4.3 The VETC reserves the right to require a veterinary nurse to submit additional supporting evidence in respect of any claim for credits

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- within 30 days. For example, supporting evidence may include attendance certificates, transcripts, course or workshop brochure or copy, other evidence of attendance, in order to demonstrate compliance with the CVE requirement.
- 4.4 It is the responsibility of each applicant to maintain records, certificates or other evidence of compliance with the CVE requirements. The veterinary nurse must retain such receipts, vouchers, certificates, or other papers, as may be necessary to verify completion of the CVE credit requirements for a period of not less than four years from the date the event/course was taken.
- 4.5 The VETC, subject to confirmation by the Council, is the final determining authority as to the acceptability of specific CVE documentation.
- 4.6 An applicant who fails to submit proof of having completed CVE requirements by the date on which the Record Card is due to be submitted must do so within sixty (60) days.
- 4.7 Upon submitting this proof the applicant shall be deemed to have possessed a valid CVE accreditation during the period between the date of expiration and the submission of the required documentation.
- 4.8 If an applicant fails to submit proof of completion of CVE requirements within sixty (60) days after the request to provide this support the person's CVE accreditation shall be considered to have lapsed on the date of expiration.
- 4.9 The VETC may, at its discretion and subject to confirmation by the Council, grant an extension of the sixty (60) day period to renew, after expiration, if the applicant's failure to submit proof of completion was for good cause, e.g. serious and protracted illness of the applicant or of a member of the applicant's immediate family.
- 4.10 If an applicant veterinary nurse reports false or misleading information to the VETC, the VETC, subject to confirmation by the Council, shall deny the veterinary nurse credit.

## **Part Two – Event/Course Accreditation**

The section outlines the requirements for submitting events/courses for accreditation. The requirements outlined will apply to a greater or lesser extent to events/courses according to their type, duration and whether they are certified by a third party. Events/courses will be generally pre-approved before being held but consideration will be given to accrediting events/courses after they have been completed.

### **5. Events/Courses that may merit CVE credit approval**

- 5.1 In fulfilling its remit, the VETC will have regard to CVE events/courses with content that is generally relevant to the work of the individual veterinary nurse. Such courses must be suitable media for the acquisition of an applicant's CVE credits.
- 5.2 The manner of determining credits is outlined in Section 3 above and the allocation table at the end of the document will also provide relevant information.

### **6. Events/Courses that will not merit CVE credit approval**

- 6.1 Events/courses not directly related to (i) veterinary practice or practice management, as defined in Section 53 of the Veterinary Practice Act 2005, or (ii) procedures which a veterinary nurse can perform under section 91, will not be approved for CVE credit.

### **7. Event/Course Approval Requirements**

- 7.1 In the absence of suitable providers and/or suitable CVE events/courses being offered, the VETC, subject to confirmation by the Council, may itself establish CVE creditable events or courses.
- 7.2 The VETC, subject to confirmation by the Council, reserves the right to pre-approve the provider of education before they can provide any courses/events.
- 7.3 All CVE events/courses conducted by the Course Provider must meet the requirements for CVE events/courses set from time to time by the VETC, subject to confirmation by the Council.

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- 7.4 For the purposes of gaining accreditation for the allocation of CVE credits from the VETC, subject to confirmation by the Council, a Provider must meet, and assure compliance with, the requirements outlined under the following headings:
- (a) Provider Resources and Organisation
  - (b) Event/course Content
  - (c) Event/course Approval Procedure
  - (d) Methods of Event/course Delivery
  - (e) Event/course Presenters' Qualifications
  - (f) Record Keeping
  - (g) Participation Certification
  - (h) Advertisements
- 7.5 Satisfactory attainment of requirements by Providers will be subject to monitoring and audit by the VETC.

**(a) Provider Resources and Organisation**

The Course Provider shall nominate an individual person as, Administrator, holding continuous authority and responsibility for administration of the CVE activity. Any change in that role shall be reported to the VETC within 30 days of the effective date of such change. At all times, it is the responsibility of the Course Provider to ensure that the person with whom the administrative function is vested shall be suitably qualified.

If the person who is presenting the CVE event/course, the Presenter, is also responsible for administrative activities, the person shall be academically or practically competent to perform both functions.

A Course Provider may work with others in the development, distribution, and/or presentation of CVE programmes (co-sponsor). Similarly, a Course Provider may present an event/course under licence from a body producing suitable material. The responsibility for assurance that all requirements are met rests with the Course Provider.

**(b) Event/Course Content**

CVE events/courses shall be designed to reflect the educational needs of the veterinary nurse. Such events/courses shall refresh the participant by building upon the standards for practice and courses as found in the veterinary nursing curriculum or as found in the CVE programmes of Committees [or equivalent bodies] elsewhere, as are from time to time identified by Council.

Content must include significant intellectual or practical content related to veterinary nursing practice or practice management or to the professional responsibility or ethical and legal obligations of the participants. Included in the content documentation must be a statement of the objective of the event/course and the knowledge, skills and/or competences which participants will gain from attendance on the event/course.

Content of credible scientific or practice management courses or programmes must be distinguished from topics and learning activities which are promotional or appear to be intended for the purpose of endorsing either a specific commercial drug, product, or service.

**(c) Event/Course Approval Procedure**

**Individual event/course approval**

Where a Provider wishes to obtain prior approval he/she must submit a complete application to the VETC at least thirty (30) days prior to the date on which the event/course is to be given.

Prior to conducting a CVE activity, the Provider shall complete and submit two copies of an Event/Course Description Form for each proposed event/course. This Form will require details of

(a) The event/course outline and schedule/timetable - i.e. times, topics and speakers; and draft copy of advertisements.

(b) A statement of the objective of the educational activity and the knowledge, skills and/or competences which participants should gain from participation.

(c) Time, duration and location of the event/course.

(d) Each Presenter's *CV* as well as their name, address, telephone number and affiliations.

Also an undertaking by the Provider:

(e) To provide a certified list of all participants.

(f) To request participants to complete evaluation forms.

CVE events/courses or segments of these already approved and presented by a Course Provider need not be submitted for re-approval for repeat presentation unless the content has been changed.

Retrospective applications for approval of an event/course for credit may be made to the VETC, subject to confirmation by the Council. Approval is not guaranteed in these circumstances.

### **Event/Course [multiple] approval**

To facilitate processing and programme development, particularly for development of certificate, diplomate or specialty studies, all the 'paper work' as set out in respect of a number of event/courses should be submitted as far in advance as possible. However, it should not be submitted less than 60 days in advance of the first event/course or educational activity of the period in question [term, semester, academic year, twelve months, or whatever period is decided by the VETC, subject to confirmation by the Council, in respect of a particular event or course type].

Applications for approval will not be processed until all documentation is provided, including any additional information sought by the VETC.

Approval notification will be by post, fax or electronic means.

### **(d) Methods of event/course delivery**

The method of delivery of an event/course must be appropriate to its objective and educational content and be presented in an effective manner that will best benefit the participants.

The method of delivery should, where practical, encourage active participation and involvement on the part of the participants.

On-line courses should provide an interactive experience for the participants with demonstrable learning outcomes.

Events/courses must allow for feedback from participants to evaluate different aspects of the event/course.

**(e) Course presenters' qualifications**

In general, Presenters should be qualified by practical or academic experience to teach the segment, course, or module covered.

A brief *CV* for each Presenter must be maintained by the Provider and submitted to the VETC as part of the Event/Course Description Form.

**(f) Record keeping**

The Course Provider must maintain copies of all documentation used in the delivery of approved events/courses. The records must be adequate to serve the needs of the participants and to permit the VETC monitor and audit for adherence to the accreditation requirements for the CVE event/course.

These records will include, but not be limited to, the following:

- (a) Event/Course outlines.
- (b) Timetables and location of events/courses.
- (c) Advertisements.
- (d) Presenters, *CVs*.
- (e) Registration and attendance records, including names, addresses and registration numbers of participants.
- (f) For on-line courses, the records should include the total number of times the course site was accessed, the number of minutes in the class area, the total number of times the person participated and the access address to the course site.
- (g) Course Evaluation Forms.

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- (h) Copy of VETC's accreditation for the event/course and credits allocated as part of this approval.

The Provider shall maintain records for a minimum of four years.

**(g) Participant certification**

Participation on an event/course may be confirmed by

A. The Course Provider issuing each individual with a certificate of attendance identifying the participant and specifying:

- (a) The title of the event/course.
- (b) Provider name and address.
- (c) Date of educational event.
- (d) Subject-matter category(s).
- (e) The number of contact hours of CVE credit earned.

The certificate shall be signed by the Course Administrator, or person nominated by the Course Provider. The certificate of attendance must contain the following statement in addition to the list of inclusions listed above:

*"Event/Course has been accredited by the Veterinary Council for X Number of hours of CVE credit."*

Or

B. The Provider may undertake to provide the above information directly to the Council.

All participants must be afforded an opportunity to evaluate the quality of each CVE programme in which they participate. This is to be done on Evaluation Forms approved by the VETC, subject to confirmation by the Council, and must be returned to the Provider. These evaluations shall be made available to the VETC upon request up to four years after the event/course has concluded.

**(h) Advertisements**

Advertisements shall include the following information:

- (a) Provider's name and Contact Details.

- (b) Fee charged and the organisation's refund policy.
- (c) Event/Course content description and timetable, including the subject matter category(s) and number of creditable hours in each category.
- (d) The objective of the event/course and the knowledge, skills and competences which participants are expected to have obtained on completion of the event/course and
- (e) The statement; "Event/Course has been accredited by the Veterinary Council's Education and Training Committee for X number of hours of CVE credit."

## **8. Request by veterinary nurse for CVE credits for attendance at non pre-approved events/courses**

- 8.1 A veterinary nurse may request approval for CVE credits from the VETC for participation on an event/course which has not received prior approval by submitting all relevant information to the VETC.
- 8.2 Any such request may also apply to:
- (a) Conferences held by recognised professional associations or other recognised providers in Northern Ireland, the United Kingdom or other international venues.
  - (b) Participation in postgraduate courses, workshops and seminars held outside the state by recognised providers.
  - (c) The acquisition of a recognised post-graduate qualification in veterinary nursing.
  - (d) The preparation, publication or presentation of a scientific paper, book chapter or book on a veterinary nursing topic.
  - (e) Veterinary nursing correspondence course.
  - (f) Other learning activities of a veterinary nursing nature.
- 8.3 Individual applicants may petition the VETC to review events/courses or specific segments of events/courses that they wish to attend, or have attended, to determine relevance to veterinary nursing practice which have criteria substantially similar to pre-approved events/courses. In such cases, the onus is on the applicant to satisfy the VETC of the relevance of the activity for which credits are requested and the applicant must provide details of the objective of the event/course, its content, contact hours and proof of attendance/participation in the event/course. The Council will confirm the decision of the VETC in this regard.

8.4 The VETC, subject to confirmation by the Council, is the final determinator of CVE credit, if any, to be allowed.

8.5 The VETC, subject to confirmation by the Council, may levy a fee on such application.

## **9. VETC recognition of specific events or courses**

9.1 The VETC, subject to confirmation by the Council, reserves the right to recognise specific single programmes or segments of single programmes approved / provided by reputable entities including the various clinical societies, Veterinary Ireland, Faculty of Veterinary Medicine UCD, RCVS etc.

9.2 Single programmes may include CVE Courses conducted in sessions over a number of days.

## **10. Withdrawal of CVE Approved Event/Course Provider status**

10.1 The VETC, subject to confirmation by the Council, may deny, remove or refuse to renew, the VETC's Approved Course/ Provider status for cause determined by the VETC.

10.2 The Provider shall be sent a notice setting out the reasons for the determination by registered post to the last address on record.

10.3 Withdrawal of CVE Approved Course / Provider status shall become final thirty (30) days after the mailing of the notice unless the Course Provider, within such thirty (30) day period, gives written notice to the VETC of a wish to appeal.

10.4 The VETC, subject to confirmation by the Council, shall establish an appeals procedure for persons or bodies that request such an avenue. The decision of the Appeals committee is subject to confirmation by the Council and shall be binding on both parties.

## **11. Denial of CVE credits for an event/course**

11.1 The VETC, subject to confirmation by the Council, may deny an application for approval of a CVE event/course or may suspend or revoke approval of a CVE event/course on grounds, including:

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- (a) The event/course fails to meet the requirements laid down in this document.
  - (b) Insufficient or incorrect information supplied when approval was requested.
- 11.2 Should an application for a CVE event/course be denied, the applicant shall be sent a notice setting out the reasons for the determination by registered post to the last address of record in the VETC.
- 11.3 Denial of an application submitted by a Provider will become final thirty (30) days after the mailing of the notice unless the Provider, within such thirty (30) day period, gives written notice to the VETC of an appeal.
- 11.4 The VETC, subject to confirmation by the Council, shall establish an appeals procedure for persons or bodies that request such an avenue. The decision of the Appeals committee is subject to confirmation by the Council and shall be binding on both parties.

**Part Three – Audit Procedure**

**12. Audit of registered veterinary nurses and of approved CVE events/courses and providers**

- 12.1 The VETC shall periodically select, in a random manner, a sample of record cards for audit of CVE credits.
- 12.2 Each veterinary nurse shall be responsible for maintaining in his/her personal files containing any certificates or records of credit for accredited CVE activities.
- 12.3 Each veterinary nurse selected for audit shall be required to produce documentation of his/her attendance at those CVE activities listed on his/her Record Card.
- 12.4 Upon VETC request, as part of a routine audit, a veterinary nurse must furnish, within 30 days, proof to the VETC of having satisfactorily met the required number of CVE hours established by the VETC or of qualifying for a waiver.
- 12.5 This proof shall be in the form of attendance certificates, diplomas, proof of course fee payment or class timetables accompanied by an event/course brochure or other documentation acceptable to the VETC.
- 12.6 Except for good cause, e.g. serious and protracted illness of the applicant or of a member of the applicant's immediate family, failure to comply with the audit shall be grounds for cancellation of CVE credits.
- 12.7 The VETC from time to time shall similarly carry out audit of events/courses, and Providers of CVE. All documentation listed as being required for approval of courses run by Course Providers, along with evaluation forms completed by participants shall be examined during such audits.

### **Part Four – Re-evaluation Procedure**

#### **13. Council Evaluation of CVE Requirements**

- 13.1 The Council shall from time to time evaluate and review the CVE accreditation system to ensure that all the requirements are being met and that the accredited event/courses:
- (a) Are of a form, content and impact so as to contribute to the advancement, extension or enhancement of relevant professional skills or knowledge in the field of veterinary medicine.
  
  - (b) Are of a form, content and impact to assure the consumer of an optimal quality of veterinary care by requiring veterinary nurses to attend approved educational or training programmes designed to advance their professional skills, knowledge, and competences.

**CVE Credit Allocation Table (Not Exhaustive)**

<b>CVE Events</b>	
Courses/seminars	1 Credit per contact hour of CVE
Wetlabs/practicals /interactive events	2 Credits per contact hour of CVE
<b>Veterinary Clinical Society Meetings</b>	
Clinical Society Meetings	1 credit per hour of attendance at presentation/lectures
<b>Assessed self education courses</b>	
On-line/Distance Learning	1 Credit per hour of work
<b>Presentation of a veterinary nursing lecture/poster to a professional audience</b>	
1. First time lecture only	7 Credits
2. First time poster only	3 Credits
3. One day presentation	Maximum of 15 Credits could be awarded in any one day
<b>Presentation to Lay Audience</b>	
2 credits per presentation up to a maximum of 6 credits per annum	
<b>Publication of papers</b>	
Peer Reviewed Paper	
1. As a first author	15 Credits
2. Second & subsequent authors	8 Credits
Non-Peer Reviewed Paper/Articles for Press	2 credits per paper up to a maximum of 6 credits per annum.
<b>Projects, clinical case reports</b>	
Veterinary nursing project which is the subject of a substantive report as determined by VETC	10 Credits
<b>Supervision of undergraduates "Seeing Practice"</b>	
Supervision of undergraduates "Seeing Practice" as part of an Extra Mural Studies Programme of a veterinary course for either practitioners or nurses enrolled in approved courses	1 Credit per week – restricted to a maximum of 4 credits per annum –for the veterinary nurse who certifies the student.
<b>Professional Discussion Groups</b>	
1. Attendance in discussion	1 Credit per contact hour of discussion
2. Leader of discussion	1 Credit – leader is awarded an additional credit – restricted to a maximum of 6 credits per annum
<b>Veterinary Organisations</b>	
Members of committees of veterinary nursing organisations – maximum of 3 credits per annum.	1 – 5 meetings – 1 credit 5-10 meetings - 2 credits 10 + meetings - 3 credits
<b>Home Study</b>	
The study of professional veterinary literature	1 Credit per hr – restricted to a maximum of 4 Credits per annum
<b>Other</b>	
1. Post-graduate studies*	Credits allocated on application

\* Registered formally in post graduate studies in a recognised third level institution.